

**Clark County Planning Commission**  
**Regular Meeting – 2 p.m.**  
**Wednesday, July 5, 2006**

**Administration Building**  
**of the former Springview Center**  
**3130 East Main Street**  
**Springfield, OH 45505**

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# ***AGENDA***

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|------------------------------------|------------------------|
| 1. Minutes – May 3, 2006 (Regular) | Discussion &<br>Action |
| 2. Ethics Policy Draft             | Discussion             |
| 3. Major Subdivision Subcommittee  | Discussion             |
| 4. Adjournment                     | Action                 |

[www.clarkcountyohio.gov/planning](http://www.clarkcountyohio.gov/planning)

# Minutes

## Clark County Planning Commission

Regular Meeting ~ 2 p.m.  
Wednesday, May 3, 2006

Administrative Building  
of the former Springview Center  
3130 East Main Street  
Springfield, Ohio 45505

Mr. Max Cordle, Chairperson of the Clark County Planning Commission, called the meeting to order at 2:00 p.m.

Present: Mr. Max Cordle, Mr. Lowell Bicknell, Mr. Robert Jurick, Mrs. Nora Parker, Mrs. Elaine Stevenson (arrived 2:09), Mr. Elliott Turner, Mr. John Detrick (arrived 2:11), Mr. David Hartley, Mr. Roger Tackett.

Absent: Ms. Diane Jordan, Mr. Allen Perkins.

### CPC: 5-31-2006: Minutes ~ April 5, 2006 (Regular Meeting)

Motion by Mr. Turner, seconded by Mr. Bicknell, to approve the minutes as presented.

*VOTE:* Motion carried unanimously.

### Z-2006-9 Rezoning Case ~ Theresa R. Siejack ~ Moorefield Township ~ 4.037 acres ~ 4690 Urbana Rd. ~ A-1 (Agricultural District) to PD-M (Planned Development (Mixed Use) District)

Mr. Tritle presented the report for the rezoning request submitted by Theresa R. Siejack. He highlighted information contained in the staff report and on the maps. When viewed as a whole, the proposed PD-M rezoning is compatible with the surrounding uses and, for the most part, preserves the historic character of the site.

Staff recommended approval of the PD-M as presented notwithstanding development issues related to the building code.

*(due to an equipment malfunction, recording did not begin until this point in the proceedings)*

(Theresa Siejack, owner) ...there are two markers on the property. There is one in the front and one as you come up the driveway. She stated that she must allow the public to come up and see the property in order for it to remain a historic property.

Mrs. Stevenson asked if there are historical requirements which must be met on the building.

Mrs. Siejack responded that there are none because she has not borrowed grant money from the federal government to do any of the restoration.

Mr. Detrick added that there is a proposed subdivision, which is still in the planning stages, and a road will be added.

Mrs. Siejack stated that the road is a great idea.

Mrs. Siejack explained that architect Steven Sharp has viewed the property and said that the Hunt Family train depot could be saved. The old bank barn will be replaced with a building of similar character and design. There is plenty of area for expanded parking.

Mrs. Stevenson stated that the driveway should be kept clear for emergency vehicles should the need arise.

Mrs. Siejack responded that she has no problem expanding the parking area. She also commented that a new well was installed and it has been measured at 100 gallons per minute. The well is 182 ft. deep.

Mr. Detrick asked if Mrs. Siejack is aware of the EPA requirement of monthly testing. He asked the representative from the Health Dept. the number of people that would dictate the frequency of water testing.

Dan Chatfield, Director of Environmental Health for the Health Dept., stated that this property will be regulated by the Ohio EPA and he would have to check on the number of people.

Mr. Jurick asked why a PD rezoning is being proposed.

Mr. Shane Farnsworth answered that there is a retail component, a bed and breakfast component, and a single family residence component in the first phase. Under phase two, additional guest rooms and a banquet room have been proposed. In a traditional zoning district, these uses are not grouped together.

Mr. Jurick asked if will come back before the Planning Commission.

Mr. Farnsworth answered that this meeting is the only opportunity that this board will have to review, question, and provide recommendations to the Rural Zoning Commission which will meet next Wednesday.

Mr. Jurick asked if this property has actually been used as a bed and breakfast.

Mrs. Siejack responded that yes, it has been so far. It has been an acceptable activity under the current use because it is only four rooms and five people or less.

There was a brief discussion regarding the rezoning of the property owned by Hoppes Builders.

Mr. Jurick was curious about the building that will replace the old barn.

Mrs. Siejack responded that the new building will be in the same spot and will be approximately the same size as the building that it will replace. The barn is about 6000 square feet and two stories. She would like to use some of the lumber from the old barn for the new building.

# Minutes

## Clark County Planning Commission

Mr. Jurick stated that he would like to see something besides asphalt or gravel used for the overflow parking areas.

Mrs. Stevenson asked how many square feet are in the cottage.

Mrs. Siejack answered that there are about 1000 square feet in the cottage.

CPC: 5-32-2006: Z-2006-9 Rezoning Case ~ Theresa R. Siejack ~ Moorefield Township ~ 4.037 acres ~ 4690 Urbana Rd. ~ A-1 (Agricultural District) to PD-M (Planned Development (Mixed Use) District)

Motion by Mr. Jurick, seconded by Mr. Bicknell to grant Approval to the Rural Zoning Commission for the request of Theresa R. Siejack to rezone 4.037 acres located at 4690 Urbana Rd. in Moorefield Township from A-1 (Agricultural District) to PD-M (Planned Development (Mixed Use) District) with the following conditions: 1) cottage will keep historical character and the new structure to replace the bank barn will replicate the style of the existing building (keep historical character and current "footprint"), and 2) overflow parking will consist of grass and/or permeable pavement.

*VOTE: Yes: Mr. Bicknell, Mr. Jurick, Mrs. Parker, Mrs. Stevenson, and Mr. Turner.*

*Pass: Mr. Detrick, Mr. Hartley, and Mr. Tackett.*

Motion carried .

### Staff and Board Comments:

Chris Kinsler, Assistant County Prosecutor, presented information regarding a proposed ethics policy which is being drafted for the county boards.

### Adjournment

CPC: 5-33-2006: Adjournment

Motion by Mrs. Stevenson, seconded by Mr. Bicknell to adjourn the meeting.

*VOTE: Motion carried unanimously.*

The meeting was adjourned at 2:48 p.m.

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Mr. Max Cordle, Chairperson

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Mr. Shane Farnsworth, Secretary

NOTE FOR MINUTE BOOK: See additional information included following the minutes.

Criminal Division

Darnell E. Carter, Chief  
Gregory M. Morris  
Stephen C. Collins  
Suzanne M. Luthe  
D. Andrew Wilson  
Daniel P. Driscoll  
Brian C. Driscoll  
William H. Lamb

Victim-Witness Staff

Joy Thomas, Director  
Debi Segrest-Adams  
Bert Druckenbroad  
Joyce Fair  
Judy Flora



**STEPHEN A. SCHUMAKER**  
**CLARK COUNTY PROSECUTING ATTORNEY**

Civil Division

Andrew P. Pickering, Chief  
William D. Hoffman  
Roger A. Ward  
Christopher L. Kinsler  
Elizabeth H. Smith

Support Staff

Kathy Callison  
Nancy Farmer  
Deb McInturff

Investigations

Stan N. Erter  
Steven D. Southward

**PRIVILEGED AND CONFIDENTIAL**  
**ATTORNEY-CLIENT COMMUNICATION**  
**NOT A PUBLIC RECORD**

June 27, 2006

Clark County Planning Commission  
25 West Pleasant Street  
Springfield, Ohio 45506

Dear Commissioners:

Attached please find a rough draft of the ethics policy discussed at your last meeting. Also enclosed are the policies for Clinton County and the Historical Society. I would be happy to hear your comments as to what should be included in the final draft of the policy at [ckinsler@clarkcountyohio.gov](mailto:ckinsler@clarkcountyohio.gov).

I am also in the process of compiling a handbook to go with the policy. The handbook will include: 1) copy of the Ohio ethics law, 2) information sheets from the Ohio Ethics Commission, 3) Summaries of relevant advisory opinions and 4) definitions of key terms appearing in the statute. It is my intention that, once the ethics policy is finalized and approved, we will bind the policy and the handbook together and present copies to everyone.

Sincerely,

Christopher L. Kinsler  
Assistant Prosecuting Attorney

# **CLARK COUNTY PLANNING COMMISSION**

## **Ethics Policy**

### **Policy Statement**

It is the policy of the Clark County Planning Commission (hereinafter the “Planning Commission”) to carry out its mission in accordance with the strictest ethical guidelines and to ensure that Planning Commission members and employees conduct themselves in a manner that fosters public confidence in the integrity of the Planning Commission, its processes, and its accomplishments.

### **General Standards of Ethical Conduct**

Clark County Planning Commission officials and employees must, at all times, abide by protections to the public embodied in Ohio’s ethics laws, as found in Chapters 102 and 2921 of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio courts. A copy of these laws is provided by the Planning Commission, and receipt acknowledged, as required in R.C. § 102.09(D). Officials and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

A general summary of the restraints upon the conduct of all officials and employees includes, but is not limited to, those listed below. No official or employee shall:

- Solicit or accept anything of value from anyone doing business with the Planning Commission;
- Solicit or accept employment from anyone doing business with the Planning Commission, unless the employee completely withdraws from Planning Commission activity regarding the party offering employment, and the Planning Commission approves the withdrawal;
- Use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;
- Be paid or accept any form of compensation for personal services rendered on a matter before any board, commission, or other body of the Planning Commission, unless the official or employee qualifies for the exception, and files the statement, described in R.C. § 104.04(D);
- Hold or benefit from a contract with, authorized by, or approved by, the Planning Commission—subject to R.C. § 2921.42;
- Vote, authorize, recommend, or in any other way use his or her position to secure approval of a Planning Commission contract, including employment or personal services, in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;
- Solicit or accept honoraria (see R.C. § 102.01(H) and 102.03(H));

- During public service, and for one year after leaving public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the official or employee personally participated while serving with the Planning Commission;
- Use or disclose confidential information protected by law, unless appropriately authorized; or
- Use, or authorize the use of, his or her title, the name “Clark County Planning Commission,” or “CCPC,” or the Planning Commission’s logo in a manner that suggests impropriety, favoritism, or bias by the Planning Commission or the official or employee;

For purposes of this policy:

- “Anything of value” includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. “Value” means worth greater than de minimis or nominal.
- “Anyone doing business with the Planning Commission” includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before the Planning Commission.

## Financial Disclosure

Every Planning Commission official or employee required to file a financial disclosure statement must file a complete and accurate statement with the Ethics Commission by April 15<sup>th</sup> of each year. An official or employee elected, appointed, or employed to a filing position after February 15<sup>th</sup> must file a statement within ninety days of appointment or employment.

## Ethics Education

Providing ethics education and information is an inherent part of good ethics governance. The Ethics Commission is available to provide educational seminars and information materials. The Ethics Commission can be contacted at (614) 466-7090.

## Assistance

The Ethics Commission is available to provide advice and assistance regarding the application of the Ethics Law and related statutes. The Commission can be contacted at (614) 466-7090. The Commission’s web site address is [www.ethics.ohio.gov](http://www.ethics.ohio.gov). Planning Commission’s counsel—Clark County Prosecutor’s Office—is available to answer questions involving this policy.

## Penalties

Failure of any Planning Commission official or employee to abide by this Ethics policy, or to comply with the Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as potential civil or criminal sanctions under the law.

### Changes

This policy may be changed only by majority vote of the Planning Commission.



**CLINTON COUNTY  
PERSONNEL POLICY MANUAL**

**ETHICS OF PUBLIC EMPLOYMENT**

**5.00  
PAGE 1**

- A. All County employees are expected to maintain the highest possible ethical and moral standards and to perform within the laws of the State of Ohio, and other rules and regulations as may be set forth by their Appointing Authority. Conduct that interferes with normal office operations, brings discredit to the County, is illegal, or is offensive to the public or fellow employees will not be tolerated.
- B. It is important to remember that the compensation of all employees is paid through taxes. Therefore, each County employee assumes the responsibility of serving the public in an honest, effective, and cheerful manner.
- C. An employee shall not use his or her County position for personal gain nor engage in any transaction, business or any other interest which is in conflict with the proper discharge of his or her official duties.
- D. Appointing Authorities shall provide new employees with a copy of R.C. Chapter 102 and R.C. 2921.42 within fifteen (15) days of hire, and shall require the employees to acknowledge receipt in writing.
- E. No employee shall disclose confidential or proprietary information concerning the property, government, or affairs of the County without proper legal authorization.

**CLINTON COUNTY  
PERSONNEL POLICY MANUAL**

**ETHICS OF PUBLIC EMPLOYMENT**

**5.00  
PAGE 2**

- F. No employee shall accept any gift of value in the form of service, loan, item or promise from any person, firm or organization which maintains an interest in any business dealings with the County; or that may tend to influence a County employee in the proper discharge of official County duties.
- G. An employee shall not engage in any matter which represents a conflict of interest with the County, or undermines the integrity of Clinton County Government.
- H. Employees who have any doubt regarding possible violations of the ethical standards set forth herein are advised to consult with their supervisor or the County Prosecutor's Office prior to engaging in any potentially affected activity.

Original Adoption Date: 08/11/97

Revision Date: \_\_\_\_\_



# The Clark County Historical Society

P.O. Box 2157, Springfield, Ohio 45501

(937) 324-0657

HERITAGE CENTER  
OF CLARK COUNTY

## CODE OF ETHICS FOR THE CLARK COUNTY HISTORICAL SOCIETY

### Adopted by the Board of Trustees

The Clark County Historical Society is a non-profit institution that exists to collect, preserve, and interpret archival and three-dimensional material through research, exhibition, and programs that invite active public participation.

The Historical Society's Board of Trustees, Officers, paid and unpaid staff recognize their responsibilities as stewards of the community's common historic and cultural wealth and acknowledges that it is incumbent upon them to preserve this inheritance for posterity.

Board, Officers, and personnel also affirm that they understand and support the Historical Society's mission and public trust responsibilities, and that the Society is grounded in a tradition of public service. They recognize their commitment to using collections and information as a benefit for those they were established to serve.

Therefore, the Clark County Historical Society's Board of Trustees, Officers, and staff do hereby subscribe to this STATEMENT OF PROFESSIONAL ETHICS.

### I. GOVERNANCE

- A. The primary responsibility for governance, institutional policies, financial stability and legal accountability of the Clark County Historical Society rests with its Board of Trustees.

The Board of Trustees is elected by the Society's membership with powers derived from its governing documents, policies, regulations and/or mandated by applicable state and federal laws.

The Board of Trustees protects and enhances the Society's collections and programs, its physical, human, and financial resources. It ensures that all these resources support the institution's mission. It respects and responds to the pluralism of society.

- B. As the governing authority for the Clark County Historical Society, the Board of Trustees recognizes the following;

1. That professional museum standards and practices inform and guide Society operations and all institutional policies are articulated, understood and prudent oversight is practiced.
2. That Trustees fully understand and fulfill their trusteeship and act corporately, not as individuals.

3. That the Society's collections, programs, its physical and financial resources are professionally protected, maintained, and developed in support of the institution's mission.
4. That it maintains a relationship with staff in which shared roles are recognized and separate responsibilities respected.
5. That the Board's governance promotes the public good rather than individual financial gain.

## II. MANAGEMENT

- A. The Board of Trustees acknowledges that operational responsibility rests with the Executive Director and staff. Individuals employed in the practice of history, paid and unpaid, deserve respect, pay, and benefits commensurate to their training, dedication, and contribution to society.
  1. The Board has adopted and makes available to all staff, a personnel policy documenting agreed upon terms of employment.
  2. The Historical Society provides paid and unpaid personnel with the training and expertise necessary to meet their responsibilities.
  3. The Historical Society solicits volunteers, regarding them as unpaid staff, who are afforded the same respect as paid employees. They must understand and conform to the same performance standards, policies, and regulations required of paid staff.
  4. The Historical Society maintains financial records from which accurate information can be generated to manage the organization in a fiscally sound manner as a matter of public trust.

## III. COLLECTIONS

- A. The collections of the Clark County Historical Society are recognized as its most important asset. The Society is committed to preserving the physical and intellectual integrity of its collections. This stewardship entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility, and responsible disposal.

- B. Board members and staff shall refrain from personal collection in a manner that conflicts with the interests or credibility of the Society. The Society ensures that statements of personal collecting and other possible conflicts of interest are obtained before individuals become Trustees or personnel.
- C. The Historical Society's collections are not made available to any individual for personal use, either on or off the premises, or for any other purpose contrary to the adopted collections policies.

#### **IV. REVENUE PRODUCING ACTIVITIES**

- A. The Clark County Historical Society's Board and staff recognize that activities to market and sell products, programs, services, and facilities are acceptable ways to produce support revenues and increase the public's awareness of, and participation in historical activities.

However, the Society believes that none of these activities shall be undertaken if they violate or compromise the integrity of its mission or its ability to meet professional standards. Control of a product or program (e.g., exhibition, publication, program) shall neither be delegated nor abrogated to outside parties without first obtaining the permission of the Board of Trustees and in strict accordance with the Society's mission and governing documents.

#### **V. SOCIAL RESPONSIBILITY AND INTELLECTUAL FREEDOM**

- A. The Clark County Historical Society guarantees that the variety of American cultural experience in all programmatic and operational activities is accurately represented. The Society assures that all professional activities, programs, products, and services are provided in such a way as to maximize access to all people and guarantees equity in staffing, training, collecting, programming, and marketing.
- B. The Historical Society believes that scholarship and interpretation demand intellectual freedom with no qualification, and that it refrains from any activity that willfully restricts or discredits free and open exploration and interpretation of the human experience.